

**City of Lauderhill
Employment Opportunity
08/02/10**

**Job Title - Purchasing Agent (Part-Time)
Finance & Support Services Department**

Salary:

\$16.28 Per Hour

Job Description:

Under general supervision, the purpose of the position is to procure goods and services for the City. Employees in this classification perform purchasing and contracting work. Position is responsible for processing purchase orders, bid specifications, purchasing, bid review, and other purchasing functions. Perform related work as directed.

Note: Upon request, official job description of the duties required in this position is available in the Humans Resources Department.

Qualification Requirements:

Associate degree in Business Administration, Accounting, or closely related field; supplemented by minimum five (5) years previous experience and/or training that includes purchasing, contracts and inventory control; or a Bachelor's Degree from an accredited college with 2 years experience in purchasing and asset management; or an equivalent combination of education, training, and experience.

Basis of Rating:

- 1) Review of application based on education, training, and experience as shown in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date & Time:

Open Until Filled

Applicant must file a complete application and attach copy of College degree and/or relevant certifications as indicated above. Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5581 W. Oakland Park Blvd., Ste. 338, Lauderhill, Florida 33313, from 7:30 A.M. to 5:45 P.M., Monday through Thursday.

Benefits:

No Benefits.

**Equal Opportunity and Affirmative Action Employer/M-T/D/V
Pre-Employment Physical, Drug and Alcohol Screening
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